

- Salesperson
- Property Manager
- Clerk

A Morning workshop/briefing will be held on the following topics (more info p. 2):

**SALESPERSON**

- Amount of commission to be paid?
- Debit/credit system? Target system? Debits? Super? Commission-only?
- Allowances?
- Commission statements/accounts?

**PROPERTY MANAGER**

- What salary to pay? Annualised salary?
- Allowances?
- Standby/callout?
- Bonuses?

**ADMINISTRATION**

- Annualised salary
- Full time, part time, casual?



**WHO SHOULD ATTEND? Employers/Managers; Payroll Personnel**

**Presenter:** Don Tepper. Don is the CEO and Industrial Relations Advocate for the Real Estate Employers' Federation SA and has been a senior industrial relations adviser for over 23 years.

**Investment** (GST inclusive)

Individual REEF or REISA member: **\$143.00**  
**2nd + person from the same office: \$110.00**  
 Non REEF or non REISA member: **\$198.00**



**Session Details**

**Thursday 31 May 2012**  
 REISA Training Room  
 249 Greenhill Road, Dulwich  
**9.15am - 1.15pm** (or thereabouts)

**Return your registration form to:**

PO Box 246  
 Glenside SA 5065  
 Or by fax on **8366 4380**



**For further details contact:**

Professional Development Coordinator  
 Ph. (08) 8366 4360

**PAYMENT DETAILS TAX INVOICE** ABN 82 286 272 500

AMOUNT \$ \_\_\_\_\_

REISA INDIVIDUAL MEMBER NUMBER: \_\_\_\_\_

CHEQUE Date Sent : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Visa  M/Card  Amex\*

\*the use of American Express cards will incur a 2.4% surcharge.

CARD NO: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

By signing this registration form you understand that you are committing to registration and payment.

**SESSION ATTENDEE(S) DETAILS**

NAME OF ATTENDEE(S) - please include surnames

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**How will I know if I've been registered?**

Upon receiving your registration form and payment REISA will send you attendance and session details. Please note your registration form will not be processed without payment. Please verify that all details are correct. Please note courses are subject to change based on number of attendees. If you do not receive confirmation within 7 days, please contact REISA to ensure your registration has been received.

- Salesperson
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**This briefing / workshop will cover the following topics and more**

- Underpayment claims in the SA Industrial Court by salespersons and property managers have taken a steep increase in the last 12 months
- The maximum protection against an underpayment claim from a salesperson or property manager comes from having a written employment agreement and for a salesperson understanding how a commission calculation works
- There are certain fundamentals in calculating commission that must be understood
- Also to be understood is the relationship between an employment agreement on commission arrangements and a salesperson's commission statement / account
- Allowances such as car, mobile phone & standby/callout sometimes cause concern as to whether they are applicable and if so what amount?
- Whether to employ someone part time or casual is sometimes confusing
- If a salesperson is to be employed on commission-only what are the conditions?
- What is a property manager paid and what, if any, bonuses are offered?
- What's this standby/callout allowance for a property manager all about?
- How are overtime payments handled for salespersons and property managers?

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